

Town of Marshfield

Facilities and Maintenance Worker Job Description

GENERAL DESCRIPTION

The part-time Facilities and Maintenance Worker performs a variety of maintenance and repair activities for the Old Schoolhouse Common buildings and grounds. Duties may include doing routine maintenance, making routine plumbing repairs, making minor electrical repairs, performing routine carpentry work inside and outside, performing preventive maintenance on heating and ventilation systems, and other duties as assigned.

COMPENSATION

This position is casual part time, with the number of hours per week determined by the required work to be completed. An average of 10 hour per week is anticipated to be required, with more hours during the warmer months and less in the winter. This position is to operate within the constraints of a budget. An hourly wage and mileage will be paid. This position does not include any sick time, vacation time, or health benefits. The Marshfield Personnel Policy further defines the compensation and benefits associated with casual part-time positions.

RESPONSIBILITIES

Weekly duties:

- Inspect all halls and rooms in the building for any maintenance or mechanical problems. Replace light bulbs as needed. Make any minor repairs as needed.
- Coordinate with the cleaning crews and staff regarding any additional cleaning that may be needed.
- Replace toilet paper and paper towels in all the dispensers if needed.
- Inspect the kitchen to make sure the stove gas has not been left on and check for water leaks around the sinks. Replace any mice traps as needed.
- Unclog any toilets.
- Inspect the furnace to make sure it is working properly.
- Inspect the grounds and remove any broken materials. Note anything that needs to be fixed. Pick up any trash left around the building and parking lot.
- Inspect the emergency generator to make sure the oil level is correct. Clear any leaves or snow that may be around the generator.
- Clear any snow off the walkways and stairs. Sand and salt if needed.
- Inspect the pellet boiler. Empty ash pan and hit the shaker to ensure the auger does not get a buildup with pellet residue. Check the pellets in the bags. Call for a delivery if they are getting low.
- Inspect the oil heater and call if a delivery is needed.
- Empty the outside trash cans and replace with clean garbage bags. Place all trash bags and recycling bags in dumpsters.

Monthly duties:

- Inspect the fire extinguishers. Call for replacements if needed.

- Check all emergency lighting inside and out. Replace blubs if needed.
- Exercise the emergency generator.
- Rake wood chips on the playground.
- Use broom and air compressor to clean around the stair wells, nooks and crannies outside the building.

Annually or As Needed

- Disassemble the pellet boiler and clean. Call for service if needed.
- Make sure that the oil furnace and the generator are serviced.
- Make sure elevator gets inspected and serviced.
- Replace outside siding as needed due to rot.
- Trim trees.
- Order wood chips and rake out.
- Repair any playground equipment.
- Paint outside and inside walls as needed.
- Assist with development of a plan for contracted building improvements.
- Coordinate with building maintenance contractors.
- Coordinate with staff on other needed services.
- Perform any other minor repairs as needed.

KNOWLEDGE AND SKILLS REQUIRED

- Experience as handyman or contractor.
- Ability to use hand and power tools.
- Must be able to move, climb, and work on ladders with minimal assistance
- Basic understanding of electrical, plumbing and HVAC systems.
- Good communication skills.
- Well-organized and apt in problem-solving.
- Attention to detail.
- Maintains a positive approach while doing daily tasks.
- Ability to successfully collaborate with coworkers

PHYSICAL REQUIREMENTS

- Must be able to speak, hear, comprehend, and respond to staff and the public in person, in writing, and in telephone conversations.
- Must be able to operate hand and power tools.
- Must be able to move and lift up to 60 lbs.
- Must have a valid driver's license.